

ABBREVIATIONS/ACRONYMS

DEFINITIONS

PART I INTRODUCTION

- A. Purpose of the Food Stamp Program
- B. History of the Food Stamp Program
- C. Issuance Systems and Food Stamp Benefit Use
- D. Personnel and Office Operations
- E. Nondiscrimination
- F. Collection of Racial/Ethnic Group Data
- G. Retention of Records
- H. Disclosure of Information
- I. Program Informational Activities
- J. Family-Based Social Services Policy
- K. Prudent Person Concept

APPENDIX I - FIPS Code Directory

APPENDIX II - USDA Field Offices

PART II APPLICATION/PROCESSING

- A. Application Processing
- B. Filing an Application
- C. Household Cooperation
- D. Interviews
- E. Waiver of the Office Interview
- F. Normal Processing Standard
- G. Delays in Processing
- H. Joint Processing and Categorical Eligibility
- I. Authorized Representatives

PART II APPLICATION/PROCESSING (CON'T.)

J. Certification Notices

APPENDIX I - Voter Registration

PART III VERIFICATION/DOCUMENTATION

A. Mandatory Verification at Initial Application/Reapplication

B. Responsibility for Obtaining Verification

C. Documentation

D. Verification at Recertification

E. Verification during the Certification Period

F. Income Eligibility Verification System (IEVS)

APPENDIX I - Suggested Client Letter on SSN Update

PART IV CERTIFICATION PERIODS/RECERTIFICATION

A. Certification Periods

B. Notice of Eligibility, Denial or Pending Status

C. Recertification

D. Changing the Length of the Certification Period

PART V EXPEDITED SERVICES

A. Entitlement to Expedited Service

B. Identifying Households Needing Expedited Service

C. Processing Standards

D. Verification Procedures for Expedited Service

E. Certification Procedures for Expedited Service

F. Destitute Migrant or Seasonal Farmworker Households

PART VI HOUSEHOLD COMPOSITION

A. The Household Concept

PART VI HOUSEHOLD COMPOSITION (CONT.)

- B. Boarders
- C. Nonhousehold Members
- D. Head of Household
- E. Households in Institutions

PART VII NONFINANCIAL ELIGIBILITY CRITERIA

- A. Nonfinancial Eligibility Criteria
- B. Residency
- C. Residents of Institutions
- D. Strikers
- E. Students
- F. Citizenship and Eligible Immigrants
- G. Social Security Numbers

APPENDIX 1 - SSA Quarters of Coverage Verification Procedures for
Legal Immigrants

APPENDIX 2 - Systematic Alien Verification for Entitlement Programs

PART VIII EMPLOYMENT SERVICES AND VOLUNTARY QUIT/WORK REDUCTION

- A. Work Registration and Food Stamp Employment and Training
Program
- B. Voluntary Quit/Work Reduction
- C. Sanction Periods for Noncompliance

PART IX RESOURCES

- A. Resources
- B. Resource Limits
- C. Nonexempt Resources

PART IX RESOURCES (CONT.)

- D. Exempt Resources
- E. Handling of Exempt Funds
- F. Transfer of Resources

PART X INCOME DEDUCTIONS

- A. Income Deductions
- B. Verification of Deductions

PART XI INCOME

- A. Income Eligibility Standards
- B. Countable Income
- C. Earned Income
- D. Special Income of Military Personnel
- E. Unearned Income
- F. Excluded Income
- G. Income of Excluded Household Members

PART XII SPECIAL INCOME DETERMINATIONS

- A. Self-Employment Income
- B. Boarders
- C. Sponsored Aliens
- D. Households with a Decrease in Income Due to Failure to Comply with Another Program's Rules
- E. Disqualified Individuals: Treatment of Income and Resources and Deductions
- F. Averaging Contract and Self-Employment Income
- G. Wages Held by an Employer

PART XII SPECIAL INCOME DETERMINATIONS (CONT.)

H. Transitional Benefits for Former TANF Recipients

PART XIII ELIGIBILITY DETERMINATIONS AND BENEFIT LEVELS

- A. Determining Household Eligibility and Benefit Levels
- B. Evaluating Expenses
- C. Computation of Income and Benefit Level
- D. Proration of Benefits

PART XIV HANDLING CHANGES

- A. Changes During the Certification Period
- B. **Interim Report Filing**
- C. Advance Notice of Proposed Action
- D. Adequate Notice
- E. Odd Supplemental Allotments

APPENDIX 1 - Change Procedure Charts

PART XV WORK REQUIREMENT

- A. General Provisions
- B. Work Requirement Exemptions
- C. Regaining Eligibility

APPENDIX 1 - Localities Whose Residents Are Exempted from the Work Requirement

PART XVI RESTORATION OF LOST BENEFITS

- A. Restoration of Lost Benefits
- B. Computing the Amount to be Restored
- C. Method of Restoration
- D. Restoring Benefits to Households not Residing in the Locality

PART XVI RESTORATION OF LOST BENEFITS (CONT.)

- E. Changes in Household Composition
- F. Record Keeping
- G. Disputed Benefits

PART XVII RECIPIENT CLAIMS

- A. Claims Against Household
- B. Types of Claims
- C. Calculating the Claim Amount
- D. Claim Establishment
- E. Initiating Collection Action
- F. Collection Methods
- G. Collecting IPV Claims
- H. Establishing and Collecting Claims From Aliens and/or their Sponsors
- I. Changes in Household Composition
- J. Determining Delinquency
- K. Terminating Collection
- L. Invalid Claims
- M. IPV Disqualification Penalties
- N. Documentation**
- O. Intrastate/Interstate Claims Collection
- P. Bankruptcy
- Q. Submission of Payments
- R. Disputed Claims
- S. Other Money Returns
- T. Claims Tracking System

PART XVIII REPLACEMENT OF EBT CARDS, BENEFITS AND FOOD

- A. Replacement of EBT cards
- B. Benefit Replacement
- C. Replacement of Food Destroyed in a Disaster

PART XIX FAIR HEARINGS AND ADMINISTRATIVE DISQUALIFICATION HEARINGS

- A. Introduction to Fair Hearings
- B. Right of Appeal
- C. Hearing Request
- D. Time Limits for Requesting a Hearing
- E. Local Agency Conference
- F. Participation During Appeal
- G. Preparation for the Hearing
- H. Responsibilities of Hearing Authority
- I. Denial or Dismissal of Request for Hearing
- J. Hearing Procedure
- K. Events of the Hearing
- L. Duties of the Hearing Officer
- M. Hearing Decision
- N. Implementation of Decisions
- O. Introduction to Administrative Disqualification Hearings (ADH)
- P. Initiation of ADH
- Q. Scheduling of the ADH
- R. Conduct of the ADH
- S. Notification of ADH Decision
- T. Implementation of the ADH Decision

PART XIX FAIR HEARINGS AND ADMINISTRATIVE DISQUALIFICATION HEARINGS
(CONTINUED)

APPENDIX I - Virginia Legal Aid Projects

PART XX DISASTER FOOD STAMP PROGRAM

- A. Introduction
- B. Pre-Conditions for Authorization of the Disaster Food Stamp Program
- C. Alternatives to the Disaster Food Stamp Program
- D. Assessment and Evaluation of a Disaster
- E. Application to FNS for Authorization of the Disaster Food Stamp Program
- F. FNS Authorization to Implement the Disaster Food Stamp Program
- G. Application to FNS for Extension of the Disaster Food Stamp Program
- H. Informing the Public
- I. Major Differences between the Regular Food Stamp Program and the Disaster Food Stamp Program
- J. Household Application Procedures for Disaster Food Stamp Program
- K. Eligibility Requirements for Disaster Food Stamp Program Assistance
- L. Disaster Food Stamp Program Benefit Period
- M. Vault Card Issuance Procedures
- N. Fair Hearing and Conferences
- O. Transition to the Regular Food Stamp Program
- P. Disaster Reports
- Q. Recipient Claims
- R. Intentional Program Violation Disqualification

APPENDIX I Forms Section

PART XX DISASTER FOOD STAMP PROGRAM (CONTINUED)

APPENDIX II Disaster Food Stamp Program Administrator's Planning Guide

APPENDIX III Template for Application to Operate a Disaster Program

APPENDIX IV Electronic Benefit Transfer Disaster Issuance Process

APPENDIX V Sample Informational Documents

PART XXI REDUCTION, SUSPENSION, CANCELLATION OF FOOD STAMP BENEFITS

- A. General Purpose
- B. Definitions
- C. Reduction
- D. Suspensions and Cancellations
- E. General Operating Procedures

PART XXII WORKFARE (RESERVED)

PART XXIII BENEFIT ALLOTMENT TABLES

- A. Calculating Benefit Allotments
- B. Benefit Allotment Tables

PART XXIV FORMS

PART XXV FOOD STAMP EMPLOYMENT & TRAINING PROGRAM

- A. Purpose
- B. Referral to FSET
- C. Assessment
- D. Program Components

PART XXV FOOD STAMP EMPLOYMENT & TRAINING PROGRAM (CONTINUED)

E. Social/Supportive Service

F. Volunteers

G. Changes/Transfers

H. Contracts

I. Sanctions

J. Appeal/Hearings

K. Statistics and Reporting

L. Local Food Stamp Employment and Training Plan

Appendix I Virginia FSET Agencies

Appendix II Employer's First Report of Accident Form

Appendix III Forms

INDEX